

STATE BOARD OF ELECTIONS

140 WALNUT STREET

FRANKFORT, KENTUCKY 40601-3240

Phone: 502-573-7100

www.elect.ky.gov

Order # _____

Fax: 502-573-4369 (OR) 502-696-1952

AGENCY USE ONLY

REQUEST FOR VOTER REGISTRATION DATA

REQUESTER NAME: _____ DATE: _____

[Print or Type Name of Individual]

ENTITY: _____ TITLE: _____

[Insert name of business, company or corporation]

[Insert affiliation]

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ CELL PHONE: (____) _____

DAY TIME PHONE: (____) _____

FAX: (____) _____

PICK UP AT SBE OFFICE ☐ (OR) SHIPPING ADDRESS ☐ Commercial ☐ (or) Residential ☐

NAME OF BUSINESS (if commercial): _____

SHIPPING ADDRESS: _____ CITY: _____

[Post Office Box is not acceptable for UPS shipments]

STATE: _____ ZIP: _____ DAY TIME PHONE: (____) _____

KRS 117.025(3)(h): The State Board of Elections shall furnish at a reasonable price any and all precinct lists to duly qualified candidates, political party committees or officials thereof, or any committee that advocates or opposes an amendment or public question. The State Board of Elections may also furnish the precinct lists to other persons at the board's discretion, at a reasonable price. The board shall **NOT** furnish precinct lists to persons who intend to use the lists for **COMMERCIAL USE**.

Commercial use, as defined by 31 KAR 3:010, Section 3, means:

- (1) The use by the requester of a voter registration list, or any part thereof, in any form, for sale or advertisement of any good or service; or
- (2) The transfer of a voter registration list, or any part thereof, in any form, by the requester for a profit to any other person whom the requester knew or should have known intended to use the voter registration list, or any part thereof, in any form, for the sale or advertisement of a good or service.

Pursuant to 31 KAR 3:010, Section 4, commercial use shall not include use of a voter registration list, or any part thereof, for the following purposes:

- (1) Use for scholarly, journalistic, political (including political fund raising), or governmental purposes; or
- (2) Use for publication, broadcast, or related use by a newspaper, magazine, radio station, television station, or other news medium in its news or other publications or broadcasts.

Pursuant to 31 KAR 3:010, Section 1, as used herein: "Advertisement" means any attempt by publication, dissemination, solicitation, or circulation of a voter registration list, or any part thereof, in any form, to induce any person to enter into any obligation, or acquire any title or interest in any good or service; "Sale" means any sale, rental, distribution, offer for sale, rental, or distribution, or attempt to sell, rent, or distribute of any good or service to another; and "Voter Registration List" means a list of registered voters generated from the Statewide Voter Registration Database in any given election precinct in the Commonwealth of Kentucky that the State Board of Elections is required to furnish pursuant to KRS 117.025(3)(h).

REQUESTER HEREBY STATES, UNDER OATH, AS FOLLOWS: I am (check one)

☐ A duly qualified candidate for the office of _____

☐ A duly authorized representative of a political party committee or official thereof. *Insert name of political party committee:* _____

☐ A duly authorized representative of a committee that advocates or opposes an amendment or public question.

☐ OTHER - Please attach in writing, signed and dated by the Requester, specific information detailing the purpose for which the information is requested and describing how the purpose stated by the Requester fits within the parameters of KRS 117.025(3)(h) and 31 KAR 3:010 (pertinent language listed above). The State Board of Elections will determine the requester's eligibility to receive the voter data based upon the information provided.

OATH OF REQUESTER

I FURTHER STATE THAT I HAVE READ KRS 117.025(3)(h) and 31 KAR 3:010, (QUOTED ABOVE), THAT I DO NOT INTEND TO USE THE PRECINCT LISTS FOR COMMERCIAL USE, THAT I WILL NOT SELL OR GIVE THE PRECINCT LISTS TO PERSONS WHO INTEND TO USE THE LISTS FOR COMMERCIAL USE, AND THE PRECINCT LISTS WILL BE USED FOR MY CAMPAIGN ONLY, FOR A POLITICAL PARTY COMMITTEE, FOR A COMMITTEE THAT ADVOCATES OR OPPOSES AN AMENDMENT OR PUBLIC QUESTION, OR OTHER PURPOSE AS STATED ABOVE.

SIGNATURE OF REQUESTER

[Must be same as requester name at top]

- 1. If ordering statewide, countywide, congressional, senatorial or legislative district, check the appropriate box and complete the required information. [Contact your County Clerk or County Board of Elections for the appropriate information needed to complete Section 1.]**

<input type="checkbox"/> Statewide	<input type="checkbox"/> Congressional _____ (District Number)
<input type="checkbox"/> Countywide	<input type="checkbox"/> Senatorial _____ (District Number)
_____ (Name of County)	<input type="checkbox"/> Legislative _____ (District Number)

(OR)

If ordering individual precinct(s), provide the county and precinct code(s).

☐ Precinct(s) in the county of _____
(Name of County)

List Precinct Code(s) above [Example: A101; B101; C101]

- 2. SELECT the appropriate block of voters requested:**

PARTY, POLITICAL GROUP OR ORGANIZATION			
ALL VOTERS	CONSTITUTION (C)	REFORM (F)	
DEMOCRAT (D)	GREEN (G)	SOCIALIST WORKERS (S)	
REPUBLICAN (R)	LIBERTARIAN (L)	INDEPENDENT (I)	
OTHER (O) [does not include political groups, organizations or party affiliations]	Pursuant to 31 KAR 4:150		

- 3. SELECT the appropriate block for the format of the data:**

PAPER LISTS	
	ALPHABETICAL
	STREET ORDER

MAILING LABELS	
	ALPHABETICAL
	HOUSEHOLD BY STREET
	HOUSEHOLD BY ZIP CODE

CD-ROM	
	(ASCII Text File)

SPECIAL REQUEST (see opposite page – please explain)

DO NOT WRITE BELOW – OFFICE USE ONLY

NUMBER OF PRECINCTS:		\$	
NUMBER OF LABELS:		\$	
NUMBER OF RECORDS/CD-ROM:		\$	
UPS C.O.D. CHARGE (if applicable)		\$	
DATE COMPLETED:	BY:	\$	TOTAL COST

COST, DESCRIPTION AND FORMAT OF VOTER REGISTRATION DATA

MINIMUM CHARGE \$10.00 ON LIST ORDERS		
ALPHABETICAL lists	ALPHABETICAL lists are lists of registered voters sorted in alphabetical order by last name within a precinct. These lists have the name, address, age code, party, gender, zip code, and a five year voting history of every registered voter in the precinct.	\$ 4.00 per precinct
STREET ORDER lists	STREET ORDER lists are lists of registered voters sorted in street order within precinct. These lists have the name, address, age code, party, gender, zip code, and a five year voting history of every registered voter in the precinct.	\$ 4.00 per precinct
MINIMUM CHARGE \$10.00 ON LABEL ORDERS		
ALPHABETICAL labels	ALPHABETICAL labels are individual labels of registered voters within the precinct. They are printed with one name per label and sorted in alphabetical order within precinct.	\$ 10.00 per thousand labels
HOUSEHOLD labels by STREET ORDER	HOUSEHOLD labels by STREET ORDER are labels that are sorted by street address within precinct. There can be as many as four (4) names per label of the voters whose last name and address are an <i>identical</i> match.	\$ 10.00 per thousand labels
HOUSEHOLD labels by ZIP CODE ORDER	HOUSEHOLD labels by ZIP CODE ORDER are labels that are sorted by zip code within county. There can be as many as four (4) names per label of the voters whose last name and address are an <i>identical</i> match.	\$ 10.00 per thousand labels
MINIMUM CHARGE \$25.00 ON CD-ROM		
CD-ROM (ASCII Text File)	CD-ROM includes the voter's name and address, county code, precinct code, gender, party, zip code, date of birth, date of registration and five year voting history. A layout of this information will come with your CD-ROM.	\$1.00 per thousand records up to 100,000 records; \$.50 per thousand records over 100,000 records; \$450 statewide

SPECIAL REQUESTS

Any of the above formats, excluding LISTS, may be ordered for only the information desired such as voters that have voted in certain elections [Examples: *all voters voting 3 out of 5 last elections OR all voters voting 3 out of 5 last general elections*], certain gender, new registered voters, etc. Specify exactly what you want on Page 2 when making special request(s).

- **Make check payable to KENTUCKY STATE TREASURER**
- **WE DO NOT ACCEPT ELECTRONIC PAYMENT**
- **INCORRECT OR INCOMPLETE INFORMATION COULD DELAY YOUR ORDER**
- **WE DO NOT ACCEPT RETURNED ORDERS**
- **ALLOW 7 TO 10 BUSINESS DAYS FOR PROCESSING**
- **C.O.D. ORDERS WILL INCUR THE CURRENT UPS SERVICE CHARGE**

*** * * DETACH THIS PAGE BEFORE FAXING OR MAILING * * ***

PARTY, POLITICAL GROUP OR ORGANIZATION

CODES AS INDICATED ON LISTS AND CD-ROM

D - Democrat

L - Libertarian

F - Reform

R - Republican

G - Green

S - Socialist Workers

O - Other

C - Constitution

I - Independent

SBE EXTRACT FILE LAYOUT: FOR CD-ROM

FLD	DATA ELEMENT	BEG POS	END POS	SIZE	NOTE: All data is formatted in ASCII text and it is a fixed length file. This general text format requires you to import the data into a variety of software packages (e.g., spreadsheet or database).
1	County Code	1	3	3	
2	Precinct Code	4	7	4	
3	City Code	8	8	1	
4	Last Name	9	33	25	
5	First Name	34	48	15	
6	Middle Name	49	58	10	
7	Sex	59	59	1	
8	Party	60	60	1	
9	Other Code	61	63	3	
10	Residence Street Address	64	103	40	
11	Residence City Address	104	123	20	
12	Residence State	124	125	2	The State Board of Elections <u>does</u> <u>not</u> endorse, sell, or provide instructions on your personal software packages.
13	Residence Zip	126	134	9	
14	Mailing Street Address	135	174	40	
15	Mailing City Address	175	194	20	
16	Mailing State	195	196	2	
17	Mailing Zip	197	205	9	
18	Date of Birth	206	213	8	
19	Date of Registration	214	221	8	
20	* Voting History (five-year)	222	241	20	

FOR CD ROM

*VOTING HISTORY EXPLANATION

The five-year VOTING HISTORY is an UNOFFICIAL record. However, official documentation is obtainable from the county clerk in the voter's county of residence at the time of the election. Each record contains a five-year voting history on the voter. When a person registers to vote and is placed on the Kentucky voter registration file, a five-year voting history is established. For instance, a person who registered to vote on January 11, 2002 and has their information entered into the system will immediately have a voter history established. The voting history would appear as shown below:

02000300040006000700

2005 "NO scheduled election year"

In this example, the number "02" indicates the first year the voter was eligible to vote. Each subsequent underlined number indicates years in which an election will be held. Every primary and general election is represented by a zero. Once a voter has cast a ballot and signed the precinct roster, the zero representing the election is replaced by a "1". If the person voted in the general election of 2002 but not in the primary, their record would appear as follows: **02010300040006000700**. NOTE: Kentucky has a "NO scheduled election year" every four years. The first "NO scheduled election year" was 1997.

